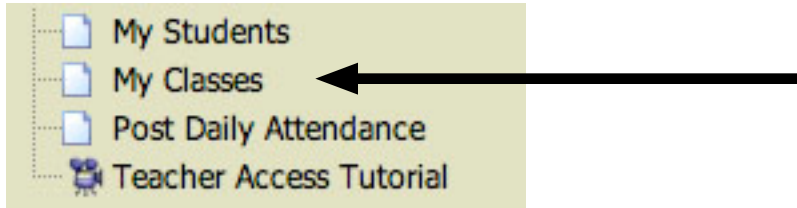


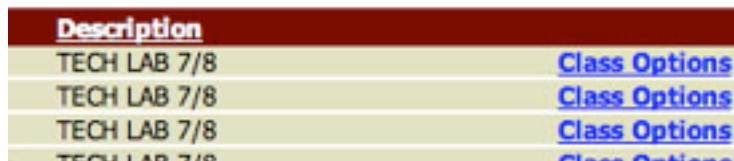
Entering Grades in Skyward

1. Log-on to Skyward

2. Click on the "**My Classes Link**"



3. Click on **Class Option link** (for the class you want to grade)



A screenshot of a table with a red header row labeled 'Description'. Below the header, there are four rows, each containing 'TECH LAB 7/8' in the first column and a blue hyperlink labeled 'Class Options' in the second column.

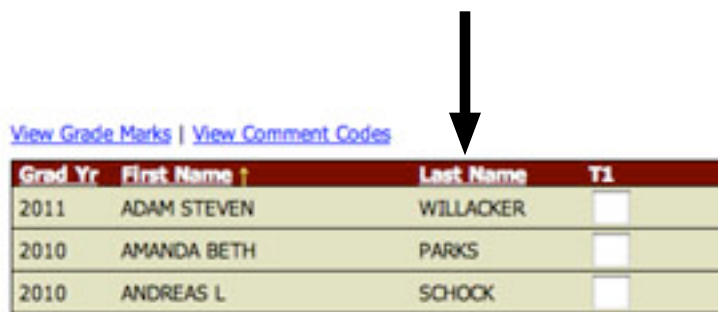
Description	
TECH LAB 7/8	Class Options
TECH LAB 7/8	Class Options
TECH LAB 7/8	Class Options
TECH LAB 7/8	Class Options

4. Click on **Report Card Posting**



5. The default for student names is alphabetical by **first name**.

To change to last name default you must click on the **Last Name link** at the top of the column of names.

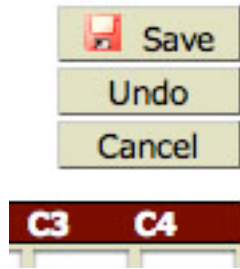


A screenshot of a student list table. At the top left, there are two blue links: 'View Grade Marks' and 'View Comment Codes'. The table has a red header row with columns: 'Grad Yr', 'First Name ↑', 'Last Name', and 'T1'. Below the header, there are three rows of student data. A black arrow points down to the 'Last Name' header.

Grad Yr	First Name ↑	Last Name	T1
2011	ADAM STEVEN	WILLACKER	<input type="checkbox"/>
2010	AMANDA BETH	PARKS	<input type="checkbox"/>
2010	ANDREAS L	SCHOCK	<input type="checkbox"/>

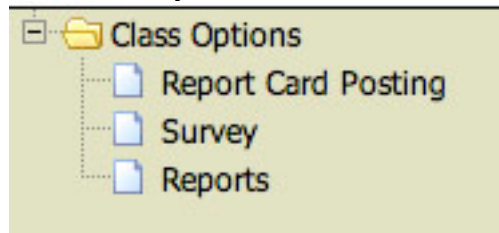
6. Enter your grades and comment codes. When finished you click on the Save Button. (You

must save even if you have not entered all of the grades but plan on finishing later)
If you have saved you can still return and edit--then save again.

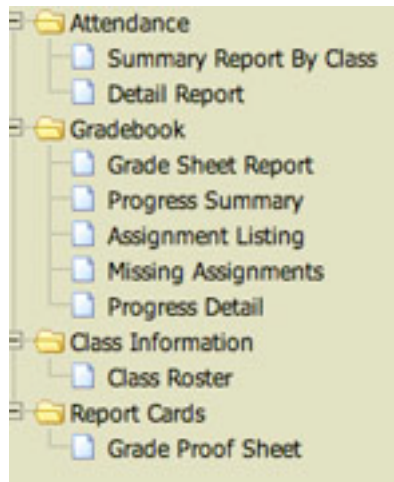


7. Printing a **Proof Sheet**.
Click on the **Cancel Button** (make sure you have saved first)

Click on **Reports**



8. Click on **Grade Proof Sheet** (at bottom of list)



Print out the Proof Sheet and give to Josie

9. Continue with remaining classes.

Click on **My Classes** and you will now be able to select another class.